



PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT SAFETY POLICY

POLICY NUMBER:	2	DATE:	November 24, 2000
TITLE:	SAFETY TRAINING PROGRAM	APPROVED BY:	Katherine Boxer Latipow

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2-1. REFERENCE

- (a) Title 8, California Code of Regulations, Chapter 4, Subchapter 4, Section 1509 - 1510
- (b) Title 8, California Code of Regulations, Chapter 4, Subchapter 7, Section 3203

2-2. PURPOSE

To establish an uniform training program within the Parks, Recreation and Community Services Department.

2-3. SUPERVISOR RESPONSIBILITY

- (a) Supervisors are responsible for providing training and instruction to their employees. This may be accomplished:
 - (1) Through personal instruction and training; or
 - (2) Through providing outside instruction and training; or
 - (3) By arranging for instruction and training using resources within their control.
- (b) Supervisors shall arrange for training and instruction:
 - (1) When a safety program is first established, it shall be communicated to employees.

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- (2) All new employees shall receive an orientation beginning on their first day at work. This orientation shall explain the general hazards to which the employee shall be exposed and the specific hazards of the job to be performed.
- (3) To all employees given new job assignments for which training has not previously been received.
- (4) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard or previously unrecognized hazard.
- (5) Where employees are subject to known job site hazards (such as: flammable liquids and gases, poisons, caustics, harmful plants and animals, toxic materials, confined spaces, etc.), they shall be instructed in the recognition of the hazard, in the procedures for protecting themselves from injury, and in the first aid procedure in the event of injury.
- (6) As required by regulatory/statutory authority.
- (c) Supervisory employees of employees doing maintenance or construction activities shall conduct "toolbox" or "tailgate" safety meetings, or equivalent, with their crews at least every 10 working days to emphasize safety. Supervisory employees of employees performing non-maintenance or construction activities shall conduct safety meetings monthly.
- (d) Supervisors shall permit only qualified persons to operate equipment and machinery.
- (e) Supervisors shall familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.
- (f) When conducting training, supervisors shall evaluate employee knowledge of safety and health hazards through practical exercises, tests, examinations, or equivalent.

2-4. TRAINING DOCUMENTATION

- (a) Documentation of safety and health training required for each employee shall include:
 - (1) The employee's name and signature
 - (2) The instructor's name and signature

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- (3) The date of training
 - (4) An outline of the training
 - (5) Any tests or examinations used to verify understanding of training
- (b) This documentation shall be retained as a permanent part of the employee's record.